



## Counseling Services Professional Counselor - Job Description

**Position Title:** Professional Volunteer Counselor  
**Supervised by:** Assistant Director of Counseling Services  
**Position Objective:** The purpose of the volunteer counselor position is to provide home-based mental health counseling to older adults experiencing a wide range of mental health issues. This includes individuals who lack the insurance or resources to obtain home-based counseling, as well as isolated individuals who are identified by Adult Protection unit staff of Hennepin and Ramsey Counties as being at future risk of losing their independence due to increased mental health concerns.

### **Duties and Responsibilities:**

- Provide home-based supportive counseling to clients on a weekly or biweekly basis for up to one year.
- Utilize appropriate counseling intervention techniques in working with assigned clients which are based on the mental health needs of the client.
- In collaboration with the assistant director of counseling services assess and diagnosis mental health symptoms and develop appropriate treatment goals involving the client.
- Complete mental health screening information tools designed for clients.
- Maintain accurate progress notes on each client and turn notes in on a monthly basis.
- Participate in monthly clinical group supervision sessions and individual supervisory sessions as requested by assistant director of counseling services.
- Notify assistant director of counseling services of any significant changes or concerns regarding clients including action related to Vulnerable Adult Act, Adult Protection, or suicidal or self-harm concerns.
- Keep client information confidential in accordance with program guidelines and obtain the necessary authorization for release of information to medical doctor and others involved with client.
- Maintain record of volunteer hours and mileage and submit monthly to assistant director of counseling services.
- Conduct duties in a respectful manner in which all clients, volunteers, and staff are treated equally without regard to race, gender, physical and mental abilities, ethnicity, sexual orientation or religious beliefs.
- Adhere to the policies and procedures of the assistant director of counseling services, Little Brothers-Friends of the Elderly, and your professional codes of ethics specified in your license.
- Assist in face to face mental health assessments of eligible clients as needed, including the administration of diagnostic testing, intake paperwork, and treatment goals at the request of the assistant director of counseling services.
- Facilitate weekly group work sessions to meet the psychosocial needs of elder clients, as needed, including the establishment of treatment goals and completion of progress notes at the request of the assistant director of counseling services.



**Qualifications:**

Licensure in good standing at the Masters Level: LMFT, LP, LGSW, LICSW, and RNC with two years experience in the field of community mental health preferred. Experience and demonstrated skills in mental health assessment and treatment is essential, mixed with an open and flexible approach in working with a diverse group of clients.

I have read and understand my job responsibilities as a professional volunteer counselor.

Volunteer Counselor's

Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Director of Counseling Services

Signature \_\_\_\_\_ Date \_\_\_\_\_